Welcome to the Loyola University of Chicago Online Employment System Applicant Tutorial
Online Employment System Training for Loyola University Chicago Applicants

This presentation will take approximately 20 minutes.

Click on your mouse to go to the next slide OR click on the box at the bottom of each page.

To go back a slide, click on the box.
Section 1: Getting Started

After reviewing this tutorial, you will be able to use the system to:

1) Learn about opportunities at Loyola University Chicago
2) Complete an application for employment
3) Apply for specific position(s)
4) Attach a resume or other document to your application for each position
5) Log in to the site to view your status for each position to which you have applied
Items To Gather Before Beginning Your Application:

1) Your complete education, reference, and employment information
2) An electronic (either Microsoft Word or PDF) copy of any document (such as a resume) you wish to attach to your application.

Helpful Hints:

1) Do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

2) To protect the security of your data, the system will log you out if it detects no activity for 60 minutes. Please do not leave your computer for more than 60 minutes while completing your application for employment.

Now, You're Ready To Begin The Tutorial!
Frequently Asked Questions

Q) Where do I begin?
A) To begin the application process, please select a user name and password that you will easily remember. You should write down your user name and password, as you will need it to apply for other positions or check the status of your application the next time you visit the site.

Q) What information will I be asked to provide?
A) You will be asked to provide personal information such as name, address, phone number, etc. You will also be asked to provide information about your education and previous employment, as well as contact information regarding your employment history and references. Please gather this information before beginning the application.

Q) What if I want to submit a resume, cover letter, or other document?
A) You will be able to submit a unique resume, cover letter or other document each time you apply for a position, if you choose. You may attach a different resume for each position you apply for. This process occurs AFTER you click the “apply to position” button and answer any position-specific questions.
STEP 1 – Creating Your Login ID

Welcome to Loyola University Chicago Career Home Page. Our automated application system allows you to search open positions by category or by job title and to apply online. Additionally, you are able to set up a user and password and to log in as a returning user. Once you create your username and password, you will have the ability to update your application and to apply for further positions.

New Users
Create an account that will enable you to post your resume and apply for jobs at Loyola. If you do not have an email account, you may set one up by going to YAHOO MAIL or HOTMAIL.

- To search positions, click the Search Postings link at left.
- To apply for a position, click the Create Application link at left, then follow the directions.
- Onscreen instructions will guide you through a series of steps to complete and save your application.
- For your records and for future use, keep a copy of your user name and password.

Returning Users
If you have a resume on file in the Loyola database, your information will be available to our HR staff. If you want to apply for a position you will need to register as a NEW USER and create a candidate profile. From then on, all you have to do to retrieve your resume or apply is to enter your user ID and password.

- Click Login, and enter your username and password
- This enables you to:
  - Edit your existing application; and
  - Apply to new jobs without re-entering your application information.
  - Review the status of positions you have applied to.

Click the “Create Application” link to select a User Name and Password and to create your application.
Creating Your Login ID (cont.)

Choose your Application type, then click “GO”. For this example, we will complete a **Staff Application**.
Creating your Login ID (cont.)

**Select User Name:**
Use between 6 and 20 letters or numbers.

**Password:**
Use between 6 and 20 letters or numbers.

**Re-enter Password:**

Create a **User Name**

Create a **Password** - you will type this word twice, but only *** will appear to protect your security

After typing your information, click the “**Continue**” button to go to the next page.

Or click here to **Cancel**.

**CONTINUE TO PAGE 1 OF APPLICATION >>**
Creating Your Login ID (cont.)

Type a **Question** to which you will easily remember the answer.

Type the **Answer** here.

Click here to go to the **Next Page**.
This process consists of several separate “Pages” (or web pages) of information. Each page will also have information that you may need to “Scroll Down” to access.

To scroll down the page, use your mouse and the “Scroll Bar” here (or simply press the “Page Down” key on your keyboard.)
Once you have completed this section, click here to go to the Next Page.

You may quit the application process at any time by clicking the “EXIT” button.
Questions with Asterisks (*) next to them are required questions and must be answered to continue to the next screen.

The first screen displays our **Personal Information** screen, where you enter your **Name**, **Address**, and **Other similar Information**.
If you’ve forgotten to complete any “Required Fields,” you will get an Error Message at the top of the page. The “Required Fields” that you need to complete will be highlighted in Yellow.
To continue completing your application, click **Save and Continue to Next>>**
The second screen displays our Voluntary Demographic Data screen. The information in this section is voluntary, but is greatly appreciated - your information will remain anonymous and is used for reporting purposes only.

The information you enter on this screen will have absolutely no bearing on any employment-related decision.

Click Save and Continue to Next>> to continue.
On this page you will list your **Educational Experience**. To add a new entry, click **Add New Entry**.
Once you have entered your information, click the **Add Entry** button.
Once you have completed entering all of your entries, click the Save and Continue to Next button.
On this page you will list your Work Experience.

To add a new entry, click Add New Entry.
Once you have entered your information, click the **Add Entry** button.
Once you have completed entering all of your entries, click the **Save and Continue to Next>>** button.
Create Application

Professional References: Page 5 of 6

List Professional References below. These should be people who are not relatives, who have personal knowledge of your training, experience, skills and capabilities.

When finished, click on the Save and Continue to Next Page button at the bottom of the screen.

*Required information is denoted with an asterisk.

On this page you will list your Reference Information.
On this page you will list additional information related to Licenses and other Information.
The Online ‘Consent’ Form

You will electronically “Sign” your application by clicking here.

Then click here to Continue.
Certifying Your Application

Click **Confirm** to certify that your answers are correct.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Loyola University Chicago is an Equal Opportunity and Affirmative Action Employer
After finishing your application, you will automatically be taken to the **Home Page**.
Section 2: Applying for a Position

Step-by-step instructions on how to apply for positions

Now that you have completed your application, it’s time to begin applying for position(s).
You begin the process by searching for a posting.

Click “Search” to bring up a list of all open positions.
Click “View” to see the Position details.

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**Search Results**

To view the position details and/or apply to a position, click on the 'view' link below the Job Title. To sort, click on the arrow next to the column title.

**RETURNING USERS** (Please STOP and read important message!)

If you need to edit your application information before applying for a position, please click on the 'Edit Application' link on the left hand side of the margin. You will not be allowed to change your application information after you have applied for a position.
To Apply for this position, click here.

The Position Details are listed here.
Answering Supplemental Questions

Answer any Supplemental Questions here.

Note: not every position will have supplemental questions.
Just as when you initially created your application, you will electronically “Sign” your application by clicking here. Then click here to Submit your answers to the supplemental questions with your application.
Some positions will ask for you to attach a Resume, Cover Letter, or Other Document to your application. If you wish to do so, click “Attach” next to the relevant Document Type.

In order to attach a document, you will need to have saved it in an electronic format such as a Word document or a PDF file (see next slide).
Click here to **Search** your computer’s hard drive or a floppy disc.

Or, **Copy and Paste** the text of your document here. Note that using this Paste box will not preserve the formatting of your documents (fonts, etc.)
For example - **Double Click** on 3½ Floppy A: to search a disk.

A pop-up screen will open and you can **Search** for your resume.

Select the **Location** of your file
Click on the **File Name** of your resume

Then click **Open** here
Confirm your attachment by clicking “Attach” here.
Welcome Sample, Sample. You are logged in.

Attach Documents - Adjunct Professor - FT

Confirm

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the Confirm... button at the bottom of the screen.

To cancel attaching this document, please click the Return to Previous link on this screen.

Once you click Confirm and Finish Attaching Documents, you will not be able to attach any further documents to your application for THIS position.

Job Title | Document Type | Date & Time Submitted
----------|---------------|-------------------------
Adjunct Professor - FT | CV/Resume | CV/Resume

Click “Confirm Attaching Document” here.
To attach additional documents, click another Attach link for the relevant document. In order to complete applying, you must attach all Required documents.

In this example, we will go ahead and attach all necessary documents.
CONGRATULATIONS!
You’ve just applied for a position. Please write down your **Confirmation Number** and click “OK”.

Your Application Has Been Submitted

The following is your confirmation number. Please save this number for future reference: **552959**

**OK**

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

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Managing Your Positions

You can see your **Status** and **Review** your application to each position on this screen.

**Application Status**

The table below lists the positions you have applied to.

- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position. (Note: If you withdraw your application, you will **NOT** be able to apply for the same position again).

**Application Status**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Confirmation Nbr</th>
<th>Department/School/College</th>
<th>Application</th>
<th>Application Date</th>
<th>Status</th>
<th>Attached Documents</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Research Administrator-Office Research Services</td>
<td>552957</td>
<td>School Of Business-Management-02210D</td>
<td>View Application</td>
<td>05-04-2006</td>
<td>In Progress</td>
<td>Withdrew Application</td>
<td></td>
</tr>
</tbody>
</table>
You can view the status of all applications by clicking the "Application Status" link any time you login.
To apply for additional positions, click **Search Postings** and follow the exact same process as before.

You will **NOT** have to reenter your entire application information. You will only need to answer any questions associated with that position, and/or attach another document (resume, cover letter, etc.).
Whenever you return to the Online Employment Applicant System, just login using your User Name and Password.
If you forget your
USER NAME or
need additional
assistance, please
contact the Loyola
Human Resource.

If you forget your
PASSWORD, click
here. Your secret
question will be
displayed for you to
answer.
Thank you for viewing this tutorial!